

POLICE SERGEANT

DISTINGUISHING FEATURES

The fundamental reason the Police Sergeant position exists is to supervise and support the work of Police Officers, Police Aides, and other civilians, and perform professional police work in the field in the Police Department. This position is supervisory. This classification reports directly to a Police Lieutenant.

ESSENTIAL FUNCTIONS

Coordinates, schedules, supervises, and reviews the work of Police Officers, Police Aides, and other civilian personnel; assigns officers to follow-up investigations; observes and monitors the work of subordinates to insure adherence to proper practices and procedures; takes corrective action through training or discipline to improve the quality of subordinates' work; resolves problems and makes command decisions; supports employees in reaching their goals; briefs subordinates verbally and in writing on current trends or problems and changes in department procedures; prepares duty schedules and rosters.

Investigates complaints or allegations of wrong doing as assigned; makes recommendations to supervisor on special problems and actions; compiles statistical data on the performance of assigned personnel and prepares a monthly report; takes personal responsibility for overall team results; communicates budget needs to supervisor.

Actively monitors calls for service and often responds to accident and crime scenes to observe work of subordinates and ensure effective deployment; walks and stands at scenes; accomplishes objectives through innovative management techniques. Becomes involved in and must be able to perform Police Officer essential functions; testifies in court.

Other assignments include: 1.) Criminal Investigations: Assists in the organization and direction of special enforcement units; plans, supervises and participates in special case investigations such as burglary, robbery, forgery, and violent crimes. Assists service of search warrants and making of arrests. 2.) Training and Personnel: Conducts background investigations into individuals entering the Department; processes newly hired or terminated personnel; develops training materials and arranges for continuing in-service training programs; conducts research projects into Department procedures, long-range goals and objectives. 3.) Special Operations: Oversees off-duty employment and coordinates special programs involving police and other City personnel.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of supervision and personnel administration.

United States and Arizona Constitutions, Federal, State and City criminal and traffic laws and ordinances, and related court decisions.

General social problems and cultural diversity of citizenry.

Modern police methods, practices, and procedures.

The geography of the City, community service organizations, location of facilities and buildings, and the established Police Beat Grid Coordinate Systems.

Current police practices and methods; applicable city ordinances, state and federal laws including those pertaining to arrest, search and seizure and evidence, and department rules/procedures.

Ability to:

Plan, assign, observe, review, and supervise the work of subordinates and to deal effectively with subordinates, superiors, and the public.

Obtain information through interviews; speak and write effectively.

Operate a motor vehicle, a police radio, KDT, and a computer requiring visual and muscular dexterity for extended periods of time.

Comprehend and make inferences from written materials and verbal information; comprehend, analyze and prioritize situations quickly and to take an appropriate course of action.

Prepare and review written reports; communicate effectively with subordinates, listen to and value input, and encourage questions and respond to them promptly.

Perform a broad range of supervisory responsibilities over others.

Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.

Evaluate a situation, make effective decisions under pressure, and take appropriate action.

Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Use and properly care for firearms and related police emergency equipment.

Work cooperatively, courteously, but firmly with all segments of the public.

Observe and monitor people's behavior to determine compliance with laws, regulations, and recall details.

Apply first aid principles and practices.

Travel across rough, uneven and rocky surfaces when gathering evidence, apprehending suspects or securing a crime scene.

Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting.

Recognize and control sources of personal stress in order to perform class requirements.

Remain in a standing or sitting position for extended periods of time.

Maintain a level of physical fitness to meet department standards.

Maintain moral integrity.

Work in a variety of weather conditions with exposure to the elements.

Work safely without presenting a direct threat to self or others.

Education & Experience

Immediate past three years as a Scottsdale Police Officer.

A Bachelor's degree in Criminal Justice or a related field is preferred.

Must be AZPOST certified and meet all requirements of described in current police officer job description.

Must maintain proficiency with firearms, other law enforcement weapons and equipment; have a valid standard AZ driver's license with no major driving citations in the past 39 months.

FLSA Status: Non - Exempt

HR Ordinance Status: Unclassified